



JOB DESCRIPTION

JOB TITLE: Utility Supervisor

DEPARTMENT: Public Works Department

REPORTS TO: Utility Systems Manager

DATE: June, 2009

EMPLOYEE UNIT: AFSCME

Supersedes: September, 2006

FLSA EXEMPT: No

JOB SUMMARY: Under direction of the Utility Systems Manager, supervises, schedules, and coordinates the utility operations and personnel assigned in the repair and maintenance of water and wastewater facilities; performs related administrative tasks in the operation of assigned work unit; performs other related work as required.

CLASS CHARACTERISTICS: The Utility Supervisor is a supervisor level classification who provides oversight and is responsible for directing personnel assigned to the maintenance of the City's water production, storage and distribution systems and wastewater collection systems. Incumbent is also responsible for ensuring that day-to-day maintenance activities are in conformance with generally accepted principles, standards, laws, and regulations governing the utility maintenance department. As a supervisor, incumbent independently directs and reviews the work of assigned staff in the maintenance and repair of potable water production, storage and distribution facilities and wastewater collection systems.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Utility Systems Manager, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Supervise, schedule, and coordinate the personnel assigned to the repair and maintenance activities of water distribution system, wastewater collection system, and meter division.
2. Responsible for contract administration and inspection of maintenance projects.
3. Provide general oversight of crews performing various activities including trenching, backfilling and compacting street excavations; constructing, replacing, and repairing sewers, manholes, water mains, hydrants, pressure stations, telemeter, pumps, and meters.
4. Train and evaluate the performance of assigned personnel, including preparing and presenting formal performance evaluation to subordinate employees.

5. Maintain discipline and ensure that rules are observed and properly executed during the performance of activities.
6. Set up work schedules and assign duties; check subordinate work for thoroughness and coordinate work with other divisions/departments.
7. Assist in the preparation and administration of the departmental budget and budget estimates.
8. Monitor the City's computer distribution telemetry system to evaluate problems and make the necessary corrections; turn pumps on or off via telemetry system.
9. Prepare cost estimates for water and wastewater repair projects, equipment, and improvements.
10. Inspect assigned area of responsibility for deficiencies and recommend corrective actions; set work priorities.
11. Prepare progress and other reports; maintain records as required.
12. Investigate and resolve complaints received from the public and other City staff.
13. Assist Utility Systems Manager with bid process for purchase of utility equipment and appurtenances.
14. Supervise the servicing of pumps, valves, meters, deep wells, reservoirs, pipelines, connections, hydrants and related equipment.
15. Conduct regular safety meetings and assure that all State, City, and departmental safety procedures are followed.
16. Interpret and follow Federal, State, County, and City rules and regulations governing the water industry, as they relate to the operation of the water system.
17. Attend training programs to maintain and/or improve job skills.
18. Assist other maintenance crews in emergency situations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from high school or equivalent.
2. Completion of at least ten units in accredited courses pertaining to Public Works utility maintenance and/or personnel supervision.
3. Four years of progressively responsible experience, with a minimum of two years in a lead worker or

supervisory capacity, in work involving a Public Works equipment operation and Public Works related water and sewer maintenance functions.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in conformance with adopted City driving standards.
2. Possess a valid California Class A driving permit within six months from date of hire and a valid Class A driver's license within one year from date of hire.
3. Possess a State of California Water Distribution Grade II Certificate.
4. Possess a Collection System Grade 4 Certificate.
5. Possess a Cross Control Connection Certificate within one year of date of hire.
6. Possess a valid State of California Grade II Water Treatment Operator certification.

Other Requirements:

1. Must be willing to work out of doors in various weather conditions.
2. Work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when assigned to stand-by duty.
3. Respond to emergencies on a 24-hour stand-by basis.

Knowledge of:

1. Methods, materials, tools, and equipment used for water production, storage and distribution facility maintenance and repair projects and activities.
2. Work safety practices and procedures.
3. Purposes and uses of a variety of heavy equipment, power tools and hand tools.
4. Municipal accounting and budgetary systems.
5. Principles and techniques of effective supervision and performance evaluation.
6. Safety practices, principles, and procedures pertaining to the work, including the safe handling of water treatment chemicals.
7. Familiar with SCADA system operation.

Skill in:

1. Estimating costs; developing and implementing budgets; carrying out work programs, and supervising and directing day-to-day operations.
2. Supervising, training and evaluating assigned staff, including the preparation and presentation of employee performance evaluations.
3. Reading plans and specifications and interpreting them to others.
4. Preparing reports and maintaining records.
5. Use of common office software including Microsoft Office.
6. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Perform duties using various types of personal protective equipment.
2. Plan and schedule work effectively.
3. Establish and maintain effective work relationships with City staff and the general public.
4. Evaluate operations for effectiveness and efficiency; recommend appropriate changes for improvement.
5. Communicate effectively, orally and in writing.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must regularly lift and/or move up to 50 pounds of equipment over rough outdoor terrain. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 75% indoors and 25% outdoors; travel is required.
2. The work environment indoors is usually in a temperature-controlled office.
3. While performing the duties of this job outdoors, the employee often works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.